

May 14, 2010

Governor Nixon and Members of the General Assembly:

I am proud to share with you the Records Services Division Annual Report for Fiscal Year 2009 (FY09). This Division consists of three units: Missouri State Archives, Local Records Preservation Program, and State Records Management Program. These three units work collaboratively to preserve government records and make them available to the citizens of Missouri. The Division's success is evident in the release of new historical resources, creation of educational programs, and financial and technical assistance provided to citizens and public officials throughout the state.

The Missouri State Archives is committed to fostering an appreciation of our common past through increased access to historical records and educational opportunities. This year the staff assisted over 32,000 patrons, through telephone, e-mail, postal requests, and in person. Internet searches continue to grow at an ever-increasing pace, and in FY09, the Archives' web pages had almost 80 million hits.

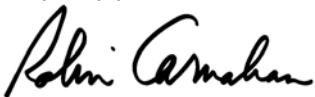
During FY09, the Archives continued to add digitized records, educational resources, research guides, and other resources to its award-winning website, [www.MissouriDigitalHeritage.com](http://www.MissouriDigitalHeritage.com). The Missouri Death Certificate Database, a searchable online index with over 2.1 million death certificates from 1910-1958, was first released in April 2006. The remaining certificates were made available online by April 2009, over a year ahead of schedule. Additionally, the Archives continues to provide free public programming through its Evening Program Series. In FY09, transcripts and videos of the programs continued to be placed online, making programs available to audiences unable to attend the programming series. Such accomplishments and ongoing projects have made the Missouri State Archives a leader in online historical research. *Family Tree Magazine* selected the Archives' website as one of the best in the country for the seventh consecutive year.

The Local Records Preservation Program helps county and municipal governments preserve their records and make them accessible to the public. Local Records archivists provided in-depth records consultations, helping public officials inventory records, dispose of extraneous documents, create computerized indexes, and preserve and microfilm records of historical value. During FY09, field archivists consulted with almost 100 cities, courts, county officials, and county archives and historical societies to help improve the organization of records. Local Records Preservation projects currently underway have revealed previously unknown information dating to the beginning of statehood. The Local Records Preservation Program also has the state's only publicly-funded conservation laboratory for paper-based documents. In FY09, conservators treated a variety of significant local government records, including an 1860 plat of Palmyra.

The State Records Management Program promotes the efficiency and continuity of state government by providing state agencies with the resources necessary to manage their records effectively. Staff members help state agencies develop guidelines for the retention of documents, offer training on records management, and provide off-site storage. At the end of FY07, the Records Management Division purchased a records-tracking system that was implemented in July 2008. All three sections of Records Management worked with bar-coding boxes and shelves, and by the end of FY09, more than 1,000 people across the state were trained to use the system. This SMART (State of Missouri Agency Records Tracking) system is expected to reduce the turnaround time for updating and creating agency retention schedules as well as give agencies easier access to their records. During FY09, the State Records Center accepted 26,300 cubic feet of records for off-site storage. Acting on behalf of state agencies, the staff recycled over 6,600 cubic feet of records that had met their legal retention requirements.

I am pleased to lead a Division whose efforts are of such benefit to the state and its taxpayers. The Records Services Division places a priority on the "public" in public records. In focused and creative ways, the Division is efficiently delivering public records into the hands and onto the computer screens of our citizens and government officials. This report highlights the achievements mentioned above and many others. I invite you to take a closer look at the Records Services Division and discover where the story of our state begins.

Very truly yours,



Robin Carnahan  
Secretary of State

# Records Services: FY09 Annual Report

The Records Services Division of the Office of the Secretary of State is comprised of three units: the Missouri State Archives, the Local Records Preservation Program, and Records Management. The three units work together to preserve public records of all types, including documents, books, maps, photographs, films, audio recordings, and moving pictures.

Each unit offers specific services. The Missouri State Archives preserves and provides access to the permanent records of Missouri. The Local Records Preservation Program assists counties, cities and other local government entities with the management and preservation of their records. Records Management assists state agencies with organizing and managing their records.

## Missouri State Archives

The Missouri State Archives is the official repository for permanent state records of enduring historical value. Most of the records in the State Archives are secured through the Local Records Preservation Program and the State Records Management Program. The State Archives' mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving the state's permanent records and making them available to its citizens and their government.



Lynne Haake reviews "Famous Missourians" with a group of students touring the Archives.

## Holdings and Research

The State Archives' vast collections and holdings, dating from 1770, allow professional historians and other researchers to uncover information that brings family histories to life and educates citizens about our collective past. The State Archives is Missouri's largest repository for historical documents. Its holdings include:

- more than 338 million pages of records of permanent value
- almost 500,000 photographs (negatives, prints and slides)
- nearly 199,000 reels of microfilm and 270,000 microfiche
- more than 9,000 maps
- tens of thousands of state publications
- a variety of audiovisual materials (audiotapes, CDs, moving pictures, videos, etc.)

The State Archives preserves records that document Missouri's history from the era of French and Spanish colonial rule to the present day. Among the holdings of the State Archives, researchers will find documentation of every aspect of life in Missouri.

Records housed in the State Archives support the full range of research interests – from schoolchildren's studies to family history to academic research. They support research in topics and themes as diverse as: western Missouri's role in westward expansion; St. Louis' position in the international fur trade; slavery; the Civil War; western outlaws; military records of Missourians from the War of 1812 to the start of World War II; immigration; and Missouri politics.

Among the larger records series at the State Archives are Governors' papers, General Assembly records, Missouri Supreme Court case files, records and publications from state agencies and departments, and millions of microfilmed county and municipal records.

Many researchers continue to use traditional means to access the Archives. They visit in person, raise questions via telephone, and place requests by mail. In FY09, the total number of these information requests was 32,839. This number, roughly the same as FY08, indicates that the number of traditional requests may be stabilizing. Researchers are looking at the Archives' online information before asking reference staff for assistance.

The vast majority of researchers, however, have turned to the Internet as their preferred research medium. In FY09, the total number of hits for all web pages in the Archive directory was 79,599,301.

During FY09, Archives docents and staff led 102 tours of the Archives facility for 3,475 students, genealogical and historical societies, and legislators.

## Missouri Digital Heritage

Secretary of State Robin Carnahan proposed this ground-breaking initiative in 2007 to further Missourians' access to information about the history of our state. Once the initiative received funding through the state legislature, development of the website began. On April 29, 2008, Secretary Carnahan officially launched the Missouri Digital Heritage website ([www.MissouriDigitalHeritage.com](http://www.MissouriDigitalHeritage.com)) at a public program held at the James C. Kirkpatrick State Information Center. The Missouri Digital Heritage (MDH) Initiative is a collaborative effort between the Missouri State Archives and the Missouri State Library that dramatically expands online access to information about Missouri's past. MDH has made millions of historical documents available to the public and connects users to dozens of collections from Missouri's local libraries, universities, and cultural institutions through one searchable destination. The State Archives and State Library are assisting institutions across the state in digitizing their records and placing them online for easy access.



*Stacy White scans death certificates for Missouri Digital Heritage.*

Those wanting to learn more about the creation of Missouri Digital Heritage can go online to view a video about the project at: <http://www.sos.mo.gov/mdh/MakingOf/>. For even more information on the Missouri Digital Heritage Initiative, the public can explore the website at [www.MissouriDigitalHeritage.com](http://www.MissouriDigitalHeritage.com).

## E-Volunteers Provide Searchable Databases

The Missouri Death Certificate Project, a searchable online index with more than 2.1 million death certificates from 1910-1958, was first released in April 2006. At that time, the database was linked to digital images of original certificates from one decade. The remaining certificates were made available online by April 2009, over a year ahead of schedule. This was a massive project involving over 600 e-volunteers and students from around the world to create a searchable database. Since its release, the death records database has been searched an unprecedented 17.2 million times.

In FY 2009, the Archives sent out a total of 1,295 packets to 177 e-volunteers across the United States and Canada. These volunteers extracted information from paper records to create searchable databases for Archives researchers on the following series:

- WPA indexes (commutations, pardons, bonds of civil officers, etc.)
- Registers of inmates received into the Missouri State Penitentiary
- St. Louis criminal court indexes
- 1958 death certificate index

- Missouri Reports—lists of cases reported
- Missouri Appeal Reports—lists of cases reported
- US land sales abstracts

## Exhibits

### New Display in JCKSIC

The Missouri State Archives newest exhibit, *Ozark Light: The Photographs of Charles Elliot Gill*, was on display in the lobby of the James C. Kirkpatrick State Information Center from October 2008 to May 2009. A native of Dent County, Missouri, Gill spent his life photographing his family, neighbors and the Ozarks region that was his home. The exhibit, which began traveling across the state in the fall of 2009, includes more than 100 photographs from the archives collection. The entire collection can be viewed at [www.MissouriDigitalHeritage.com](http://www.MissouriDigitalHeritage.com).



*Charles Elliot Gill Exhibit in Missouri State Archives lobby.*

### Three Archives Exhibits Travel in 2009

Three Missouri State Archives exhibits traveled across Missouri during the past year. *Mapping Missouri* was on view for four months at the Fort Osage National Historic Landmark's new visitor center in the spring of 2009. *Ticket to the Past: The First TwentyFive Years of the Missouri State Fair* was displayed at Truman State University's Pickler Library during January, February and March of 2009. Meanwhile, *The Verdict of History* completed an extended stay in the U.S. District Courthouse in Kansas City in August 2008. Selected cases from the exhibit were also on display at the Missouri Supreme Court in the fall of 2008.

The Missouri State Archives makes its exhibits available, free of charge, to educational institutions, libraries, museums, and historical societies across the state. Online versions of these and other exhibits may also be viewed at: <http://www.sos.mo.gov/archives/exhibits/>.

## Programming and Education

### Evening Program Series

As part of its Evening Program Series, the Archives presented 12 free programs, which were open to the public. Historians, musicians, folk artists, and genealogists provided a variety of programs at the Archives in FY2008. Some of the most popular programs of the year were:

- *Dave Para and Cathy Barton: A Tribute to Bob Dyer.* Robert “Bob” Dyer, a respected historian from Boonville, Mo., passed away in 2007, leaving behind a rich legacy of not only nonfiction, but poems and songs. Dyer called himself a “songteller,” and became known for creating memorable balladry largely about Missouri subjects. Boonville folk musicians Dave Para and Cathy Barton were long-time friends of Dyer and worked closely with him on a number of recordings, concert performances, school residencies and workshops. This program presented some of his best-known songs about the Missouri River, the Boonslick region and its denizens and legends.
- *Haunted Missouri: A Ghostly Guide to the Show-Me State’s Most Spirited Spots.* During his trek across Missouri, journalist Jason Offutt encountered mysterious cold spots, disembodied voices, and smoky apparitions among other ghostly goings-on. Offutt conducted hundreds of interviews

and visited a variety of places, including Civil War battlefields, university halls, and infamous mansions, in search of restless spirits. In addition to teaching journalism courses at Northwest Missouri State University, Jason Offutt is a syndicated columnist whose work has appeared in the *Kansas City Star*, *Missouri Life*, and *The Examiner*.

- *The Ioway in Missouri.* The Ioway, though not as well known as their long-time enemies the Osage, resided within Missouri's borders from at least the mid-18th century. By the opening decade of the 19th century, they had claimed all of the state north of the Missouri River, but the westward expansion of the United States and the economic and social changes that came with it altered the lives of the Ioway forever. Greg Olson, Curator of Exhibits and Special Projects at the Missouri State Archives, brought to life the people, culture, and history of one of Missouri's most historically significant Indian tribes.



Patsy Luebbert instructs at Family History Day.

The Archives' staff presented additional programming in November on exploring family history, including information on organizing papers and photographs, using local resources, and understanding basic research methods. In March, the Archives hosted its annual Family History Day with informative sessions on how to use Missouri's judicial records to provide insight into the lives and times of Missourians past and how to interpret this information for use in genealogy research.

A total of 1,523 people attended the combined public programs.

Many of these programs, complete with transcripts, are available for viewing online at <http://www.sos.mo.gov/archives/about/presentations.asp>. The presentation website makes educational programs available to audiences unable to attend the programming series.

### **Archives Alive!**

Elementary students from public and private schools across the state attended 25 performances of *Archives Alive!* at the Missouri State Archives from March to May in 2009. The 40-minute interactive, theatrical program entertained 5,418 students, parents, and teachers from 92 schools across Missouri as they learned about events and important men and women who shaped Missouri's history. Performances were provided at no charge through the generous donations of the Friends of the Missouri State Archives, the Missouri Arts Council, and Hawthorn Bank.



Willard Central Elementary class attending "Archives Alive!"

## National History Day in Missouri

The Missouri State Archives sponsors the National History Day in Missouri competition for the Central Missouri Region. This contest is held each year on the last Saturday of February at Lewis and Clark Middle School in Jefferson City. The top three finishers in each category are eligible to participate in the state contest at the University of Missouri-Columbia in April. First and second place finishers at the National History Day in Missouri competition proceed to the National History Day competition at the University of Maryland-College Park in June.

Competing individually or in small groups, in either the junior division, for grades 6-8, or the senior division, for grades 9-12, National History Day students choose their own research topics based on an annual theme. The theme for 2008 was The Individual in History: Actions and Legacies. Project formats range from traditional research papers to performances, documentaries, exhibits and websites. Three students from the central Missouri region qualified for the national contest. Ashwath Kumar, a seventh grader at Smithton Middle School in Columbia, placed first in the Junior Individual Performance category at the state competition and was a finalist at the national competition with his performance *Jawaharlal Nehru: His Influence on India Today*.

## Conferences

The Missouri State Archives was a sponsor of the 2009 Midwest Archives Conference Spring Annual Meeting in St. Louis from April 30-May 2. Archives staff members participated in the local arrangements and program committees. The Midwest Archives Conference is the nation's largest regional professional association for archivists and covers the 13 heartland states: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Ohio, and Wisconsin.

Archives' employees contributed to the program of the 51st annual meeting of the Missouri Conference on History, in Springfield from April 16-17, 2009. State Archivist John Dougan, Local Records Director Lynn Morrow, and Local Records Archivist Linda Myers presented at roundtable discussions.

The Archives took part in the 2009 St. Louis Genealogical Society 39th Annual Family History Conference at the Maryland Heights Centre on May 2, 2009. This Family History Conference is the largest single-day regional genealogical event in the United States.

## Fellowships and Internships

FY09 marked the third year of the Friends of the Archives' William E. Foley Research Fellowship. This initiative goes beyond providing access to Missouri's historical documents by supplying the means necessary to ensure the use of those resources for scholarly research. Any project that uses the Archives' holdings to further knowledge of state or national history is eligible for funding.

In 2009, Matthew Hernando, a Ph.D. candidate at Louisiana State University, and Matthew Stith, a Ph.D. candidate at the University of Arkansas, were chosen as Foley Fellows. The Friends are supporting Hernando's work on his dissertation, which examines the Bald Knobbers, a vigilante organization active in southwest Missouri in the 1880s. The Bald Knobbers were one of the largest vigilante groups in the country at this time and the largest in Missouri prior to the second Ku Klux Klan. Hernando's research covers the organization's history, its members' socioeconomic status, its opponents and the community at large.

In Stith's dissertation, *Social War: People, Nature, and Irregular Warfare on the Trans-Mississippi Frontier, 1861-1865*, he hopes to provide new insight into the role of the environment in shaping war-torn society. Stith's research will focus on the lives of civilians and guerrillas in southwest Missouri.

2009 marked the 11th year of the Archives' highly successful partnership with the Supreme Court of Missouri Historical Society. Each year the Archives and the Supreme Court of Missouri Historical Society sponsor two internships and the Robert Eldridge Seiler Fellowship at the Archives. Interns Anthony Strand and Caitlin Bumford worked on the long-term project to develop an annotated, sustainable, online database for Missouri's Supreme Court case files. This year the interns' efforts brought the total to 11,954 case files. This database is available at [www.sos.mo.gov/archives/judiciary/supremecourt/](http://www.sos.mo.gov/archives/judiciary/supremecourt/).

The Seiler Fellowship for 2009, which enables researchers to use Missouri's legal records in the study of state and national history, was awarded to Leroy Rowe, a former Supreme Court of Missouri Historical Society intern. Rowe is now a Ph.D. candidate in American history at the University of Missouri. He used juvenile court commitment records and case histories to investigate the rehabilitation of young females at the State Industrial Home for Negro Girls in Tipton, Missouri from 1909 to 1956.



*Interns Anthony Strand, Caitlin Bumford, and Erica Flanagan.*

Each summer an upper-level undergraduate or graduate student is selected from a national pool of applicants to conduct work within the various collections of material related to African-American history at the Missouri State Archives. This year's African American History Intern was Erica Flanagan, a graduate student at the University of Missouri and an employee at the Harry S Truman Presidential Library in Independence. Flanagan spent her summer reviewing the records for African American Missourians in the Archives' Civil War records in preparation for the Archives' Civil War sesquicentennial exhibit.

The Archives hosted several other interns during the summer that assisted the professional staff with patron requests, scanning photographs for mounting onto the Missouri Digital Heritage website and database management. These interns provided invaluable assistance during the busy summer research months.

## Awards

The Missouri State Archives earned a spot on *Family Tree Magazine*'s top-five list for best state genealogy research in May 2009, and in September the Archives was named one of the 101-best websites by the magazine for the seventh year in a row. The Archives received similar recognition from *Ancestry Magazine*, which named the Missouri Digital Heritage website one of the top-five state websites for genealogical research in April 2009.

## State Document Preservation Fund

The State Documents Preservation Fund was created in 1996 by the 88th General Assembly through Senate Bill 670. The fund supports the preservation of and access to documents of historical value by permitting the State Archives to obtain additional funds from private and corporate sources. The Archives spent \$2,273.93 from the fund during FY 2009 to assist with access to the death certificates. At the close of June 2009, the fund balance was \$4,645.47.

## Missouri Historical Records Advisory Board

The Missouri Historical Records Advisory Board (MHRAB) is the central advisory body for historical records planning and for projects relating to historic records that are developed and carried out within the

state. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Missouri State Archives Local Records Preservation Grant Program.

In FY09, the MHRAB continued a multi-year initiative to assess the condition of Missouri's historical records and plan for their future. The board administered a statewide assessment survey and conducted seven regional meetings and 42 on-site assessments in both rural and urban communities. Over the next year, the board will create a strategic plan addressing the issues of greatest concern to Missouri's historical records community and strategies for addressing those issues based on the survey results.

The Governor, with the advice and consent of the Senate, appoints members to the MHRAB. As the board's coordinator, the Secretary of State handles its administrative responsibilities. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, and a dedication to the preservation of and access to Missouri's documented heritage.

### **Members of the Missouri Historical Records Advisory Board - FY09**

Robin Carnahan  
Secretary of State  
Coordinator

John Dougan  
Missouri State Archivist  
Deputy Coordinator

Joseph L. Adams  
University City Mayor

Robert P. Neumann  
Director  
Greene County Archives

Gregory B. Allen  
President  
Allen Financial Corporation

Cynthia L. Parks  
Director of Records Management  
University of Missouri-Columbia

Marcia L. Bennett  
Executive Director  
St. Joseph Convention & Visitors Bureau

Terry L. Ramsey  
Museum Coordinator, Bushwhacker Museum  
Vernon County Historical Society

Raymond Doswell  
Director  
Negro Leagues Baseball Museum

David E. Richards  
Head, Special Collections and Archives  
Department  
Meyer Library, Missouri State University

Steven P. Gietschier  
University Curator  
Lindenwood University

Anne G. Rottman  
Head Librarian  
Legislative Library, State Capitol

Christopher Gordon  
Director of Library and Archives  
Missouri History Museum

Gary R. Kremer  
Executive Director  
State Historical Society of Missouri  
*ex officio*

# Local Records Preservation Program

Missouri local governments generate records documenting the rights of citizens, government actions, and the history of the community. The mission of the Local Records Preservation Program is to assist local governments with the preservation of historical and vital records and recommend techniques for the efficient management of current records.

To that end, Local Records staff members work with local governments to:

- dispose of extraneous records based on retention schedules
- create computerized record inventories
- microfilm records to reclaim office space and ensure long-term preservation of those with permanent/historical value
- conduct workshops in records and archival management practices
- co-sponsor grant projects
- perform conservation treatments in the lab at the State Archives
- advise on preservation of records

These activities promote long-term public records management and improve public access to the records, preserve the social compact and ensure transparency of government activity.

The Local Records Program operates in three functional areas: Field archivists work directly with local officials in the areas of archival practice and records management; the grant program funds projects to preserve public records; and the conservation staff provides professional preservation advice and conservation treatment. Selected professionals in these areas also serve on committees to advise the agency's Missouri Digital Heritage Initiative for planning access to collections statewide.

## Local Field Archivists



*Field Archivist working in Palmyra City Hall to organize records and arrange destructions.*

The core of the Local Records Program is on-site work conducted throughout the state by field archivists. These professionals advise, educate, and assist local records custodians in sound records management and archival practices.

The services of the Local Records staff are free-of-charge to any tax-supported government entity in Missouri. Typically, archivists are requested when a local official decides to improve the organization of records, usually motivated by a desire to reclaim or maximize limited office space. Local Records archivists provide comprehensive consultations that help local government offices gain intellectual and physical control of their records. Often, this involves sorting the records, disposing of those that are no longer needed and recommending strategies for microfilming and storage.

## Records Consultations

In FY2009 archivists consulted with the following units of local government:

- cities of Ava, Curryville, Farmington, Gladstone, Grandview, Independence, Kansas City Parks and Recreation, Kansas City, Kirksville, Kirkwood, Lake Lotawana, Missouri City, Neosho, New Franklin, New Melle, Niangua, Palmyra, Pineville, St. Joseph, Springfield, Warson Woods, Vanduser
- circuit courts in Boone, Butler, Cedar, Cooper, Howard, Howell, Jackson, Jasper, Johnson, Lawrence, Morgan, Osage, Platte, Polk, Ray, Saline, Scott, St. Charles, St. Louis, Shelby, Vernon, and Worth counties
- probate courts of Callaway, Cass, Cedar, Clark, Franklin, Howell, Lincoln, New Madrid, and Warren counties, and St. Louis City
- executive government officials in Andrew, Buchanan, Butler, Caldwell, Carroll, Cape Girardeau, Christian, Clay, Clinton, Cole, Cooper, Harrison, Howell, Laclede, Lawrence, Lincoln, Mercer, Montgomery, Newton, Platte, Pike, Polk, St. Louis, Stone and Washington counties
- county archives and historical societies holding public records, including the Audrain County Historical Society, Bonniebrook Historical Society, Cape Girardeau County Archives, Cass County Historical Society, Clay County Historical Society, Gasconade County Historical Society, Greene County Archives, Johnson County Historical Society, Kingdom of Callaway Historical Society, Mansfield Historical Society, Miller County Historical Society, Northland Genealogical Society, Northwest Missouri Genealogical Society, Polk County Historical Society, St. Charles County Historical Society, St. Louis County Records Center, Santa Fe Historical Society, and Stoddard County Historical Society.



*Evaluations frequently call upon archivists, historians, and preservation specialists.*

The Local Records staff brings together historians, archivists, and conservators, all of whom can assist in evaluating historical records.

## Inventories and Dispositions

The sheer volume of records in government offices often makes it difficult to locate documents when they are requested. This is particularly true of records considered "old" or of uncertain value. Archivists assist local officials by determining the content of their holdings, identifying those records that may be legally discarded, and producing computerized inventories of records with current, permanent, or enduring historical value, thereby allowing officials to reclaim valuable office and storage space. In FY2009, staff conducted inventory projects in the City of Palmyra, as well as Butler, Mercer and Sullivan counties.



*It is not uncommon for LR Archivists to work with local officials to dig through basements and attics to locate records of permanent and short-term value. This project was in Polk County.*

## Preservation and Access Projects

**Judicial records** – In the past fiscal year, Local Records archivists continued their efforts to identify, preserve and make accessible important aspects of Missouri's history that exist in judicial records. Working with probate and circuit court judges and clerks, as well as a cadre of dedicated volunteers, the Local Records Program appraised and processed records dating from 1805 to 2001.



Volunteers in Warren County process local records to provide wider access.

social relations, economic development, transportation, and frontier history. Several of the projects currently underway (including those in Franklin, Gasconade, Lincoln, New Madrid, and St. Charles counties) have records dating to the beginning of statehood. Many of these projects have revealed previously unknown information, substantially altering and augmenting what we know of early Missouri history.

**St. Louis Circuit Court** – The Missouri State Archives completed a federal grant through the National Endowment for the Humanities to preserve and provide access to 11,212 Civil War era cases from the St. Louis Circuit Court. This project was identified as a “We the People” project – a special designation by the NEH for projects that significantly advance the study, teaching, and understanding of American history. The completion of the project was formally announced at a press conference, held May 27, 2009, by Secretary of State Robin Carnahan and St. Louis Circuit Clerk Mariano Favazza.

**Provost Marshal records** – Archivists continued indexing the Missouri portion of the War Department Collection of Confederate Records entitled *Union Provost Marshals' File of Papers Relating to Individual Citizens, 1861-1866*. (Originals are housed at the National Archives). The collection contains tens of thousands of documents detailing the way the provost marshals affected the lives of Missouri citizens who came into contact with the Union Army during the Civil War and shortly afterwards. To date, 298 out of 300 rolls of microfilm housed in the Missouri State Archives have been indexed. In addition, the indexing of the second series of records, entitled *Union Provost Marshals' File of Papers Relating to Two or More Civilians, 1861-1866*, was completed. This project has proved invaluable in recovering Missouri's Civil War history; the database is available on the Archives website at <http://www.sos.mo.gov/archives/provost>.

Counties with projects underway in FY2009 included Bates, Boone, Butler, Callaway, Cape Girardeau, Cedar, Clark, Cooper, Franklin, Gasconade, Greene, Howard, Howell, Jackson, Jasper, Johnson, Lawrence, Lincoln, Morgan, New Madrid, Osage, Platte, Polk, Ray, St. Charles, Saline, Scott, Shelby, Vernon, Warren, Webster, and the City of St. Louis.

The availability of these records allows researchers to gain a deeper understanding of how local, regional, and national issues impacted the everyday lives of Missourians. The topics and themes include slavery, the Civil War, domestic and



Archivist arranging St. Louis Circuit Court records.

## Grants

The Local Records Grant Program, which began in 1992, awards funds to local governments based on competitive applications for eligible records management and document preservation projects. Recipients may receive up to 70% of the total project cost in grant funds. A local funding match of at least 30% is required.

The Missouri Historical Records Advisory Board (MHRAB) establishes policy and reviews proposals. In FY2009, the MHRAB recommended \$203,413 in grants to support 26 projects in 24 counties and the City of St. Louis. Since the program's inception, the agency has awarded 1,042 grants, totaling over \$6,500,000, for records management and document preservation around the state.



*Local Records Archivists provide workshops throughout Missouri to explain how to qualify for LR grants.*

The following entities received Local Records grants in FY2009:

- Counties: Butler County Archives, Christian County Clerk, Clay County Clerk, Cooper County Collector, DeKalb County Clerk, Howell County Collector, Laclede County Recorder, Lawrence County Circuit Court, McDonald County Recorder, Montgomery County Collector, New Madrid County Commission, Polk County Circuit Clerk, Ste. Genevieve County Commission, Stoddard County Recorder, Washington County Recorder
- Municipalities: Cape Girardeau, Fort Osage Fire Protection District, Seymour, St. Louis
- School districts: Central R-3, Gasconade County R-2, Lindbergh School District, Linn County R-1, Marshfield R-1, Seneca R-7, Webb City R-7

The largest grant award was \$24,437 for the conversion of land records now stored on deteriorating aperture cards in a Recorder's office to a more durable format. The smallest award was for \$1,060 for microfilming permanent records. The average award was \$7,823. Additional information about the grant program is posted online at <http://www.sos.mo.gov/archives/localrecs/grants>.

Field archivists provided support for the Local Records grant program by conducting 10 workshops across the state and scheduling consultation visits with applicants to review proposed projects. They also monitored the progress of the 26 awarded grant projects throughout the state.

## Conservation

While Local Records field archivists attempt to forestall damage to public records by assisting in the implementation of sound records practices, sometimes the damage has already been done. Conservators rescue documents that have suffered damage due to aging or poor storage conditions and are in need of repair. Conservators in the Local Records Preservation Program perform treatments to salvage deteriorated documents. They also provide information and educational programs.

The Local Records Program manages the state's only publicly-funded conservation lab for treatment of paper records. The professional conservators provide chemical and physical treatments to repair and preserve unique, historically important documents in the State Archives holdings and in local and state government offices.

The typical course of treatment involves evaluation of condition, surface-cleaning, removal of tape and other old "mends," washing, mending with Japanese paper and wheat paste, encapsulation, and (sometimes) construction of customized housing. In FY2009, conservators treated a variety of significant records from local and state government.

One of the more challenging conservation projects was the treatment of this 1860 plat of Palmyra. The condition of the map before treatment is shown at left, and after treatment is shown at right. Plats of this age are unusual in Missouri.



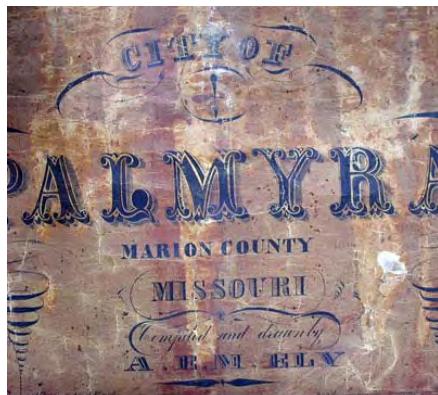
Missouri's conservation lab



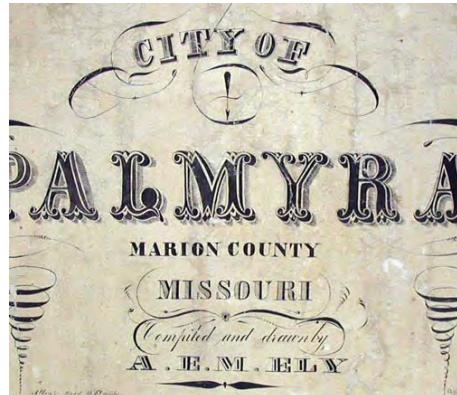
Before Treatment



After Treatment



Detail: Before Treatment



Detail: After Treatment

As archivists processed Civil War documents from the St. Louis Circuit Court, conservators provided treatment to those that were most damaged or fragile. In this project, the conservators treated 6,882 leaves so they could be safely microfilmed.

The Local Records Program launched a partnership with Southeast Missouri State University in early 2009 to treat and digitize the Cape Girardeau weekly *Argus* newspaper. The *Argus* was the only newspaper that continued to publish during the Civil War era in Cape Girardeau. After conservation treatment is complete, the newspaper will be digitized and made available on the MDHI website.

The conservators completed a long-term project to stabilize and house over 100 original architectural drawings of the current Capitol building. These drawings, dating from 1913, are now preserved for future research.

Several other significant items were treated in the conservation lab this year:

Lincoln University acquired a series of letters, dated 1863-1865, from Lt. Richard Baxter Foster, one of the founders of the school. Conservators provided full conservation treatment for these valuable documents.

Tower Grove Park architectural drawing – circa 1860s – was treated onsite due to its size and fragility. After the conservators' work, a digital surrogate was made.

In the office of the State Auditor, there is a collection of photographs of past auditors. When the 1901 photograph of Missouri State Auditor William Wilder sustained damage, the conservators provided treatment.

Two “raised lettering” volumes of an 1880 Bible from the Wolfner Library were cleaned and mold was removed before they were sent to Washington, D.C., for exhibition. Raised lettering was a precursor to the Braille system.

Gasconade County Historical Society discovered the foundational deed for the City of Hermann, written on parchment. LR conservators helped the Society negotiate with a local conservator and designed a special housing (shown below), customized to protect the parchment and reduce the extent to which it might shrink and expand in response to humidity changes.



All three conservators worked on the Tower Grove drawing in St. Louis, using the Park's well-lighted conference room.



Conservators also treated these items from local and state government offices:

- City of Ava: aerial photos, street and sewer drawings, undated
- Callaway County Circuit Court: State of Missouri v. Celia, a slave (dated 1855-1856) and State of Missouri v. Mat, a slave (dated 1855)
- Jackson County Circuit Court: Wyllis C. Ransom v. George Caleb Bingham, September 1866 Term
- Missouri Department of Natural Resources: 1864 muster roll (26<sup>th</sup> Missouri Infantry Company E)
- Palmyra City Clerk: Former City Hall Building Plans (1895)
- Palmyra City Clerk: Plat of Palmyra (1860)
- Ray County Circuit Clerk: List of Rebel Troops from Ray Co. (1866), Kincaid v. Yates (1870), and James Crowley v. Henry Duffy (1879)
- St. Charles Circuit Court: 80 documents dated 1836-39
- St. Louis County Department of Parks & Recreation: 1832 Revolutionary War Pension Certificate

The conservators also completed treatment on the following items from the Missouri State Archives. Many of these were treated in preparation for the Civil War exhibit that is scheduled to open in April 2010:

- 1862 St. Francis Co. Petition 68<sup>th</sup> EMM Regimental
- 1863 order, Gamble to Neill
- 1863 Douglas to A.G. concerning return of slaves to owners
- 1863 Parsons to Gray asking reasons for dismissal
- Letter with signature of Wm. T. Sherman (1863)
- Jekyl to Governor Gamble (1863)
- 1864 history of Company C, 34<sup>th</sup> Regiment, EMM
- 1864 "Certificate of Decease of Officers, John Vieh, EMM 3<sup>rd</sup> Regiment Co. C.
- 1864 Report of 27<sup>th</sup> Regiment Infantry Mo. Volunteers participation in Sherman's March
- 1864 Petition to Commission A.V.E. Johnston as a major
- Recommendation signed by George Caleb Bingham (1864)
- Krumsick to John Grey, Rebels & Bushwackers in Franklin Co. (1864)
- 39<sup>th</sup> Reg. Inf. Mo. Vols. Regimental History with event at Centralia (1865)
- *Cases Argued and Determined in the Supreme Court of the State of Missouri*, vols. 54 & 56 (1873)
- Alexandria [MO] and Warsaw [IL] map, 1879
- State of Missouri v. Marion C. Hedgepath, 1894
- Maggie Bains v. J. S. Bullock, 1895
- Inmate Register, Federal Soldier's Home of Missouri, 1897-1903
- Missouri Official Highway Map, 1976
- A Livingston County sesquicentennial history (1981)
- Records of Silas B. Woodson, various dates
- An Act to Provide for Calling a State Convention
- Missouri Supreme Court, Morris v. Dyer, undated
- An Appeal to the Loyal Men of NW Mo., EMM 36<sup>th</sup> Reg. Co. C
- Special Order 69<sup>th</sup> EMM (undated)
- Letter accusing Col. Wm. Moberly of misconduct (undated)
- W.C. Samuel to Gov. Gamble (undated)
- A series of Thanksgiving Proclamations (various dates)
- Missouri Supreme Court Case, Garnes v Hudson

The conservators treated several items to prepare them for digitization and access on the Missouri Digital Heritage website. During FY09, work focused on the U.S. Land Sales record books and Township School Lands record books from the State Archives collection.

Some city and county record books merely needed minor treatments, cleaning, mold remediation, and/or construction of protective enclosures, such as the Cole County Land Plat Books, Index, and Government Lot Sales (1823), 54 volumes from the Gasconade County courthouse, the Howard County Minute Book (from the City Clerk), the 1905 *Rules of House and Joint Rules of Senate and House*, 43<sup>rd</sup> General Assembly from the Missouri Legislative Library, Missouri State Historical Society's *Journals of the Senate of the State of Missouri*, 8<sup>th</sup> & 9<sup>th</sup> General Assemblies, a panoramic photo from Stoddard County, and the State Archives' State of Missouri v. Isham Hinson.

As the office developed the Missouri Digital Heritage Initiative, the conservators were increasingly called to assist in the transport of fragile glass plate negatives. They fabricated special transport housings for collections of the St. Joseph Museum, the Washington Historical Society, and the Domino Danzero collections, the latter to be showcased in the 2009-2010 Official Manual of the State of Missouri.

## Microfilming & Imaging



*Preservation microfilm produced through the Local Records Program is kept in this climate-controlled vault.*

Microfilm is a reliable, long-lived replacement for deteriorating paper records. When produced and stored according to national standards, microfilm can survive for 500 years. In addition, microfilm requires only a fraction of storage space as compared to paper records. Increasingly, local governments and other organizations consult with us about the relationship between microfilming and digitization. The staff stresses the importance of microfilm as a long-term preservation medium, while acknowledging the benefits of digital formats for ready access.

The *Guidelines for Microfilming Public Records* specify the minimum standards that all grant funded projects must meet, and serves as a *de facto* guide for localities and state agencies. The *Guidelines* reflect national standards, as well as the advent of technologies that

facilitate the migration from film to digital media. The *Guidelines* are available on the Archives webpage at <http://www.sos.mo.gov/archives/pubs/mfmg/>.

With the increasing demand for digital media from clients and the public, Local Records continues to stress the unsurpassed value of microfilm as the long-term preservation method of choice. However, technological advances have made the creation of microfilm from digital images possible. With that in mind, the "Statement on Acceptance of Microfilm Created from Digital Sources," available at [http://www.sos.mo.gov/archives/localrecs/microfilm\\_acceptance.asp](http://www.sos.mo.gov/archives/localrecs/microfilm_acceptance.asp), specifies the criteria that microfilm created by digital sources (such as an ArchiveWriter) must meet in order to qualify for storage in the Archives' secure film vault. Often, the staff provides guidance on the use of "hybrid systems" that yield the advantages of digital technology while retaining the security of microfilm.

## Resources

### Local Records Inventory Database

The Local Records online database continues to support research in Missouri history. Records from courthouse and municipal offices, dating from the 19th century, document the interactions of government and citizens. While originally created for a specific administrative or legal use, the documents now contribute to our understanding of persons, events, themes, and institutions.

Since its inception, the Local Records Program has completed over 460 computerized inventories for offices in 106 of 114 counties and the City of St. Louis, giving local officials intellectual control of their

records and the ability to plan for preservation and security of public information, while protecting the public interests of access and use. This enormous database is available to local governments and the public. This database is updated periodically as additional inventories are completed. During FY2009, the Local Records Inventory Database registered 71,058 web page searches. This database can be found online at <http://www.sos.mo.gov/CountyInventory/index.asp>.

## Records Center Planning

Each year, more localities begin exploring the creation or modification of space for records storage and preservation of their permanent records. Often, local officials launch such explorations because of the shortage of space in the courthouse or city hall. To provide basic guidance and a starting point for planning and discussions, the conservation staff developed an online resource, *Preservation Concerns in Planning a Records Center*, which can be found at <http://www.sos.mo.gov/archives/localrecs/conservation/concerns.asp>.

In recent years Local Records staff has had consultations with Boone, Buchanan, Butler, Cape Girardeau, Cass, Clay, Cole, Dekalb, Dunklin, Gasconade, Greene, Howell, Jackson, Jasper, Jefferson, Morgan, New Bloomfield, Phelps, Stoddard, St. Charles, St. Clair, St. Francis, St. Louis, Ste. Genevieve, and Webster counties, as well as Kansas City and St. Louis City officials about record center planning and operations.



The Cape Girardeau County Archive Center, supported by the county commission, grew out of a long-time partnership with the Local Records Program.

## Retention Schedules

Missouri state law (RSMo chapter 109) governs the retention and destruction schedules of public documents. Local Records staff analyzes records produced by local governments based on their current and long-term administrative, fiscal, legal, and historical values and submits detailed appraisals in the form of draft records retention schedules to the Local Records Board for review and promulgation.

In FY2009, staff completed committee work to revise the Police Schedule. There were also additions and revisions to the Sheriff, County Clerk (general, education and election), Fire, and General Schedules. The schedules for county and municipal governments and minor political subdivisions are available online at <http://www.sos.mo.gov/archives/localrecs/schedules/>.

The schedules for county and municipal governments and minor political subdivisions are available online at <http://www.sos.mo.gov/archives/localrecs/schedules/>. The online retention schedules remain a great success, with annual searches increasing from 81,374 in FY2008 to 100,379 searches in FY2009.

## Outreach Activities

To ensure that local governments continue to receive up-to-date information regarding the management and care of their records, archivists and conservators of the Local Records program provide programs on a variety of records topics at annual statewide training conferences of executive and judicial governments, at regional city and county clerks' organizations, and through other special programs.

The conservators offered hands-on training in mold remediation to Miller County volunteers, trained imaging staff in handling of historic/fragile documents, and provided training for new African-American history and Supreme Court interns at the State Archives.

Conservators and archivists together presented a program on records management (including disaster preparedness) for the Missouri Police Chiefs Association, and a program on archival and preservation practices to the national conference of the Phylaxis Society meeting in Kansas City. Local Records archivists conducted programs highlighting our efforts to bring historical resources to the public at the following national and statewide programs: Mid-America Conference on History, Missouri Association of Circuit Clerks, Missouri Conference on History, Missouri Association of Professional Court Clerks, Missouri Preservation Conference, and Midwest Archives Conference.

Archivists also spoke at meetings of the Missouri City Clerks and Finance Officers Association, St. Louis Area Archivists, St. Louis Genealogical Society, St. Louis Civil War Roundtable, St. Louis "Discovering Your Roots" Conference, St. Charles Genealogical Society, Macon County Historical Society, Washington Historical Society, Franklin County History Fair, Northland Genealogical Society, Springfield Area Archivists, Kansas City Area Archivists, and Lindenwood University.

Local Records archivists and conservators also participated in various site visits in conjunction with Missouri Digital Heritage and the ongoing Missouri Historical Records Advisory Board strategic planning process. To this end, Local Records archivists performed record and facility appraisals for a number of organizations: Adair County Public Library, A.T. Still National Osteopathic Museum, Audrain County Museum, Blue Springs Historical Society, Emmaus Homes, Friends of Historic Boonville, Harlin Museum, Iron County Historical Society, James Memorial Library, Lindenwood University, Missouri Institute of Natural Science, Morgan County Historical Society, Nathan Boone Historic Site, Ozark Heritage Center, Perry County Museum, Riverside Regional Library, St. Joseph Museum, Saxon Lutheran Memorial, Shoal Creek Living History Museum, Southeast Missouri State University Archives/Special Collections, Springfield-Greene County History Museum, Stars and Stripes Museum, Stoddard County Archives, Stoddard County Museum, Webster University Library, West Plains Public Library, and Wilson's Creek National Battlefield.

The conservation staff provides technical preservation information to the State Archives, state and local government offices, archives and historical societies that house public records, and Missouri citizens. Providing information about disaster planning and recovery is common. Conservators provided guidance on the following topics to the following organizations:

- archives planning: consultation with Central United Church of Christ (Jefferson City); also installed temperature/humidity monitors and performed data analysis to ascertain best storage area
- conservation of older microfilm: Missouri University of Science & Technology
- custom housing for historic records: Jefferson County Recorder
- disaster preparedness/recovery: City of Rolla, District of Columbia, Hickory County Clerk, Still National Osteopathic Museum
- environmental control and space planning: St. Francois County
- environmental control assessment: Bonniebrook Historical Society, Tower Grove Park
- humidification and flattening: St. Charles Circuit Court
- microfilming equipment: Adair County Library
- mold: Springfield-Greene Co. History Museum
- neutralizing smoke smell from artifacts: A.T. Still Museum, Kirksville College of Osteopathic Medicine (KCOM)
- pest control: Missouri State Archives & Springfield-Greene County History Museum
- preservation planning: Kansas City Metro Community College
- purchasing microfilm readers: Adair County Library
- referral to conservators: private citizens, UMSL/Mercantile Library
- means of secure transport of Dred Scott case to Chicago (St. Louis Circuit Court Clerk)

- treatment options for a parchment land patent: Greene Co. Archives

Conservators were asked to assess condition and preservation needs of the legislative photo montages hanging in the State Capitol.

Conservation staff also provided consultations and letters of support for two institutions seeking NEH grant support. Both the A.T. Still Museum (KCOM) and Lutheran Heritage Center (Altenburg) subsequently received awards from the NEH Preservation Assistance Grants program. (Guidelines for the program are at <http://www.neh.gov/grants/guidelines/pag.html/>.)

The conservators maintain lists of vendors offering preservation services and supplies at [http://www.sos.mo.gov/archives/localrecs/grants/fy2009/Vendo\\_%20Information.pdf](http://www.sos.mo.gov/archives/localrecs/grants/fy2009/Vendo_%20Information.pdf). The conservators continued to recommend additions to the vendor pages.

The conservators routinely offer educational tours of the conservation lab. During the year, the conservators provided such tours to staff members of the DNR Land Survey office, Jackson County Recorder, Missouri Board on Geographic Names, University of Missouri, and Westminster College.

## Volunteers and Interns

Local Records field archivists, in cooperation with local public officials, attracted dozens of volunteers to cooperate in preserving historic executive and judicial records. Several projects were advanced thanks to the work of citizens in Boone, Butler, Cedar, Cooper, Franklin, Gasconade, Howell, Jasper, Johnson, Lawrence, Lincoln, Osage, Polk, Ray, and St. Charles counties. Some 63 volunteers from historical and genealogical societies contributed over 5,710 hours in FY2009. Since FY2004, civic-minded volunteers have given in excess of 30,970 hours to Local Records projects.



*Johnson County volunteers celebrate the return of the microfilm, after their years of processing paper records.*



*Johnson County volunteers celebrate their partnership with the Local Records Program.*

In the past, the Local Records Program offered students in publicly funded colleges and universities the opportunity to explore career possibilities in the archives and records management fields. Due to budget considerations, in FY2009, this program was suspended.

The conservation lab received some staffing assistance during the year. An intern worked in the lab from September 2008 to May 2009 to help prepare materials for imaging and migration to the MDHI site.

Lincoln University was one of several historically black colleges that received grant funds to preserve photographic collections. Since Lincoln had a shortage of space, the Missouri State Archives allowed the two photograph preservation specialists to use space in the conservation lab from September to October 2008. The exchange of information was beneficial to both organizations.

## **Local Records Board**

The Local Records Board serves as the coordinating board to establish retention schedules for all local governments. The Board derives its authority from RSMo 109.230 and 109.255.

### **Members of the Missouri Local Records Board - FY09**

Marlene Castle

Jefferson County Recorder

Gilbert Powers

Johnson County Clerk

Jo Ann Cordsiemon

Elsberry City Clerk

Charles Reese

Kansas City Records Manager

Dottie Cranshaw

Lincoln County Recorder

Judy Richardson

St. Charles Deputy City Clerk

Sam Duncan

Director, State/Federal Programs

Jackson Public Schools

Sherry Royal

Springfield Police Department

Danny Ellsworth

Adair County R-1 Schools

Green Castle

Tracy Smith

Shelby County Clerk

Mike Hepler

Sullivan County Clerk

Kristi Urich

Grundy County Clerk

Robin Littrell

Richmond City Clerk

Lou Wehmer

Howell County Historical Society

# Records Management

The State Records Management Program's mission is to promote the efficiency and continuity of state government, document the rights of Missouri citizens, and preserve our state's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control. Services are provided at no charge to state agencies, and savings to state government more than offset any other cost of the program. Organizationally, the Records Management Program consists of three components: Records Analysis and Consultation, the State Records Center, and Imaging Services.

## **Records Analysis and Consultation**

Sound records management programs consist of a planned and coordinated set of policies, procedures, and activities to manage recorded information. The professional Records Analysis staff, comprised of records analysts and electronic records archivists, is an invaluable resource to state agencies. The Analysts and electronic records archivists help to develop records management policies and guidelines, and provide the expertise and knowledge to assist agencies in operating effective and efficient records management programs.



## Records Tracking Software

In FY09, the Records Management Division completed the development and implementation phases of the new records tracking software system. The result of the process was the release of the State of Missouri Agency Records Tracking (SMART) system in July 2008. SMART is a web-based system that provides state agency customers with online access to the services of the Division. SMART allows agencies to: view/update agency records disposition schedules; create/view/request/transfer boxes or files for their particular agency to/from the State Records Center; and view and request copies of rolls of microfilm stored in the microfilm vault.

SMART was designed to reduce the turn-around time for updating and creating agency records retention schedules, allow agencies to easily integrate their retention schedules into electronic records management systems, and give agencies easier access to their holdings in the records center. Judging by the adoption rate of state agencies, the system is delivering as promised. By the end of FY09 1,191 people were trained to use the system. In the first year of use, 801 record series were created or updated; 26,212 boxes were added to the system; 157,394 files were created and assigned to boxes; and 2,468 rolls of microfilm were added to the system. Some agencies have even begun to use the SMART system to track their internal records.

## **Records Retention and Disposition**

A major key to managing records is determining how long to keep them and knowing when they can be destroyed after their active usage has diminished. Records retention is based on the life-cycle concept: Like other resources, the value of most information tends to decline over time. Records need to be kept for as long as they are needed to support administrative, legal, and fiscal functions, but no longer. A few records, typically fewer than one percent of those created in a given year, should be retained permanently because of their historical significance.

Historically significant records are stored for a period of time within the State Records Center during agency use. Eventually these records are transferred to the Missouri State Archives for preservation and to give access to the general public.

The primary tool for documenting these determinations is the Records Disposition Schedule. The Records Analysis staff works closely with state agency officials to identify categories of agency records

and incorporate them into an Agency Records Disposition Schedule. Once the agency identifies one or more series of records, the analysts and archivists meet with agency officials to determine how long the records are needed to meet business functions. They research statutes, regulatory codes, and similar records series in states across the nation. The analysts work with agencies to prepare draft disposition schedules, which include the records series title, a clear description of the records and how they are used, and the retention and disposition instructions after the records become inactive.

After reaching consensus with the agency, the analysts take the proposed Agency Records Disposition Schedules before the State Records Commission for discussion, necessary revisions, and approval. Once approved by the Commission, the schedule serves as the legal authority for the agency to either destroy obsolete records or transfer historical records to the Missouri State Archives. The staff currently maintains more than 860 agency records retention and disposition schedules, including the general schedules that apply to all state agencies.

## **State Records Commission Meeting**

The State Records Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives. The State Records Commission met on December 17, 2008. During the meeting several policies were presented and passed related to how the workflow of the new SMART system managed retention schedules, and 27 agency schedules were approved.

The agency specific schedules approved by the Commission were from the State Auditor (1); Department of Labor and Industrial Relations (5); Department of Natural Resources (1); and the Department of Corrections (20).

## **Staff Training and Development**

During FY09, the professional staff continued developing their knowledge and understanding of records management concepts and new developments, particularly related to electronic records and technology. Staff attended the Association of Records Managers and Administrators (ARMA) Central Missouri Chapter Meetings and Spring Seminar. Staff provided training to multiple state agencies and other organizations as well. Staff members spoke at the Missouri Digital Government Summit, the Missouri SharePoint Users Group monthly meeting, Information Technology Directors meeting, the Greater Kansas City ARMA International Spring Conference, and at a monthly meeting of the local ARMA chapter.

## **State Records Center**

Many records may be retained for years after they are no longer used on a daily basis. The inactive life of a record can range anywhere from two years to 75 years or more after its period of active use. In fact, some historical records must be maintained permanently. Records that are on a Records Disposition Schedule and have reached an inactive status may be stored within the State Records Center.

The State Records Center saves the state money by providing off site storage at a much lower cost per cubic foot than storage in agency office space. The storing agency can request records whenever they are needed, and return them for refiling. Records are stored in a secure facility, protected against unauthorized access, environmental hazards, pests, and fire. The Records Center also tracks the retention periods of stored records, ensuring that records that no longer have any value are disposed of as soon as possible after they are eligible.

While the Records Center is the physical custodian, the transferring agency maintains proprietary control over its records while they are stored in the State Records Center. State agencies with an approved records retention and disposition schedule are eligible to store records in the State Records Center.

## Facilities

The State Records Center operates in three separate facilities. The Kirkpatrick State Information Center (KSIC) is the main facility. The KSIC's climate-controlled environment was designed for the protection and preservation of long-term records (those with a retention of more than 10 years) and permanent records. The facility currently holds 141,342 cubic feet. The KSIC facility has been near capacity since 1995. KSIC can only accept new records into the facility as eligible disposable records are removed.

The two annex facilities do not have air conditioning, so records stored in these facilities experience the extremes of Missouri's temperature and humidity changes. Annex 1, located off Missouri Boulevard in Jefferson City, houses 76,480 cubic feet of records, opened in 1995. Annex 2, located on Jaycee Drive in Jefferson City, opened in July 2001. Additional shelving was added to fill the remaining open floor space for a total capacity of 108,024 cubic feet of storage. The maximum capacity of the three facilities is 325,846. All three facilities are expected to be at operational capacity of 96% in FY10.

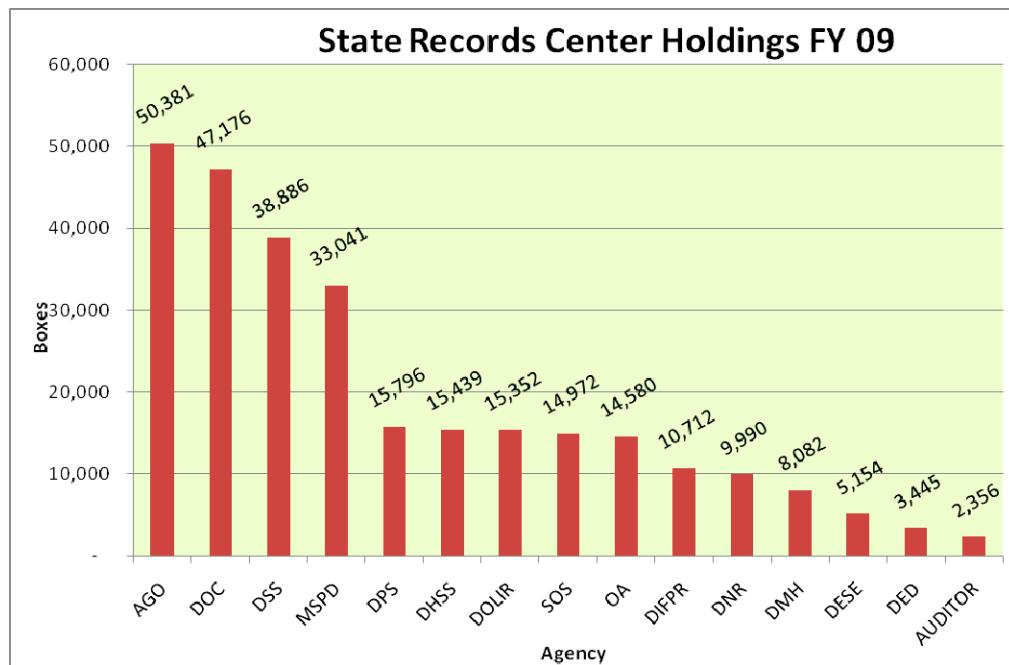


Records Stored in the State Records Center

## Holdings

Total accessions for FY09 were 26,369 cubic feet of records. Staff recycled 6,681 cubic feet of records that had met their retention requirements. The number of recycled records was down due to the record number of boxes destroyed the previous fiscal year and the time required to implement the SMART system.

As of June 30, 2009, the State Records Center held 293,659 cubic feet of records. Many of these records are confidential and will never be transferred to the Missouri State Archives. The holdings belong to approximately 314 business units within state agencies. The following chart illustrates the volume of records stored by the 15 most-active state departments.



## Cost Comparison

To illustrate the cost savings of storing records in the State Records Center, assume that all 26,369 boxes received in FY09 in the Records Center are to be retained for five years. In reality, many of the boxes will be retained longer. The following table compares the cost of storing files in the records center versus storing them in filing cabinets in an agency's office for just the five year period. The assumptions are based on:

- ◊ The average cost of a four-drawer, letter-sized file cabinet, the floor area required to place and access files in cabinets, and a statewide average cost of leased office space of \$10.24 per square foot, brings the estimated annual cost of storing one cubic foot of records in an office environment to \$13.03.
- ◊ The average per year cost to store a cubic foot box of records in the State Records Center is \$1.15.
- ◊ The cost to process and destroy a box of files \$0.61.

### Cost Comparison: Storage in the State Records Center v. Agency Office Space

Costs	State Records Center	Agency Office Space
Year 1	\$4.56	\$13.03
Years 2-5	\$4.60	\$52.12
Destruction	\$0.61	\$0.61
Total Cost per box	\$9.77	\$65.76
Cost to store 26,369 boxes five years	\$257,625	\$1,734,025
<b>Savings over five years</b>	<b>\$1,476,400</b>	

These savings are based solely on the records accessioned in FY09 and do not reflect the savings for the additional 267,290 boxes held at all three facilities.

## Courier Services

Records Center personnel schedule pick-up and delivery services of boxes for agencies within Jefferson City. Agencies outside of Jefferson City are responsible for arranging for their own records shipments. Agencies may request individual files, which are returned through inter-agency mail in Jefferson City and through the postal service for those outside Jefferson City. Agencies are responsible for returning the files.



## Servicing the Records

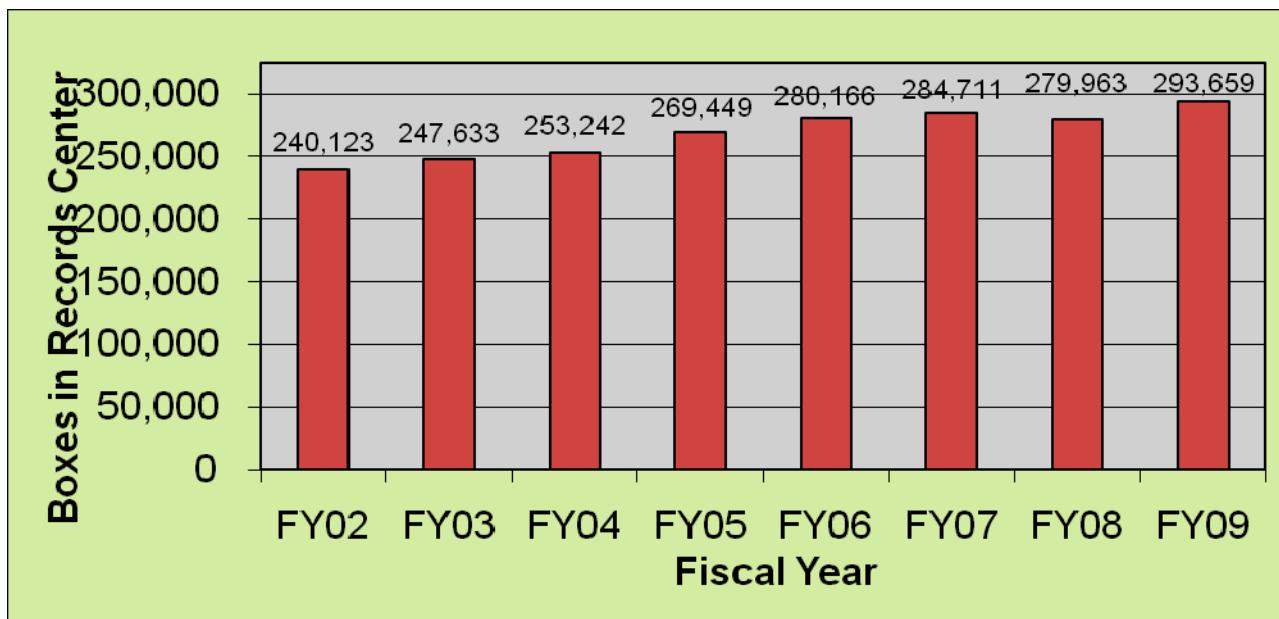
Agencies retain full access to their records in the State Records Center. If an agency needs files from its boxes, a Records Center clerk retrieves the file and sends it to the agency. When the agency returns the file, a staff member re-files it in the appropriate box. These processes are referred to as *Pull/Re-file Requests*. On average, Records Management processes 61,624 pull/re-file requests each year to support state agencies' performance of their missions. All these services are provided at no cost to state agencies. In addition to these requests, numerous state agencies pull and re-file their own files using their own staff.

## Records Center Growth

The requirement for economical paper records storage will continue throughout the next 40 years. Computers and electronic forms of communicating and transacting business have been common in offices for over 20 years. At one time it was thought that the advent of computers would lead to the idea of the “paperless office,” where paper files and records could be eliminated or greatly reduced. The reality is that technology has created a proliferation of paper, mostly based on the ease of creation and duplication.

As the amount of information contained in electronic systems continues to increase, so too does the amount of paper records generated in relation to that electronic data. The following graph illustrates storage holdings in the State Records Center over the past 8 years.

### State Records Center Holdings: FY02 through FY09



Records Management staff work diligently to limit the rate of growth in Records Center holdings by prompt destruction of eligible records and by reviewing agency disposition schedules to shorten retention periods when appropriate. Nevertheless, the holdings continue to grow. At the present rate of growth, Annex 2 will run out of room by September 2009, leaving only limited space at Annex 1 for future storage. Expectations are that by July 2010, new storage boxes will only be allowed into the records center as other boxes eligible for destruction are removed from the records center.

The Records Management Division believes that the most effective means to deal with this problem is for the state to plan for and build a dedicated records storage facility, designed specifically for the efficient and economical storage of records in all media, and providing room for expansion to accommodate future growth. Records Management first proposed a Records Center Campus in 2000. Although it was considered favorably at the time, budget situations prevented it from being advanced beyond the initial stages.

During the FY09 Legislative Session, Records Management worked with the Secretary of State's Administration, the Office of Administration and the Legislature to secure funding for a new records center building. A request for proposal was released during the first quarter of FY09. The bids were too high. It was decided that the new records center would need to be a leased facility. Records Management continues to work with the Office of Administration to find a suitable building. The consolidation will

improve efficiencies for the Records Management Division by allowing for continued growth while maintaining current staff levels.

## Imaging Services

Microfilm is an excellent storage medium for the preservation of long-term and historically significant records. Digital imaging is a great tool for accessing and disseminating information quickly to multiple users. Both have advantages and disadvantages that must be weighed when deciding how to best care for and manage information resources within an organization.

The Imaging Services Section has operated a full-service microfilm laboratory since 1967. Services include source document microfilming, microfilm processing and duplication, rigorous quality assurance testing, and storage within a state-of-the-art environmentally controlled vault. In 2008, Imaging Services acquired digital equipment and reconfigured the production floor to begin the Missouri Digital Heritage Initiative.

### Digital Imaging Services



Scanning Death Certificates

In FY09, the partnership with the State Archives and State Library to scan images as part of the Missouri Digital Heritage Initiative continued. Imaging Services provides content for the Missouri Digital Heritage Website that is supplied by various organizations through the Archives and Library.

In FY09, staff scanned 2,427,054 images for 70 projects as part of the Missouri Digital Heritage Initiative. Some of the projects included *Township School Land Patents, Official State Manuals, Missouri Governor's Papers from the Civil War era, 1958 Death Certificates, and House and Senate Journals*. The images were scanned from paper documents and rolls of microfilm.

### Microfilming Services

The Records Management Division continues to microfilm records for state agencies. Microfilm is used by agencies who want to preserve historical documents, provide access to older documents without damaging the originals, and for agencies that do not have the funds to purchase or maintain imaging systems, but have a need to maintain records in offices with limited storage space. During FY09, Imaging Services filmed 1,830 rolls of microfilm producing 3,153,644 images.

### Processing, Duplication, and Quality Assurance

In addition to processing and duplicating film the unit has created, staff processes and duplicates film created by state agencies. Technicians visually inspect each roll of microfilm and conduct tests for density and resolution. If defects are found during this inspection, the film is rejected and the project is re-filmed. During FY09, technicians processed 4,042 rolls of microfilm and duplicated 9,012 rolls.



Microfilm processors

### Vault Storage

The microfilm vault is kept at a constant temperature of 58° (plus or minus 2°) with a constant humidity level of 35% (plus or minus 2%). If either the temperature or the humidity level fluctuates past the plus or minus 2 mark, an alarm sounds and service technicians are immediately dispatched. Properly stored film, such as that within the vault, should have a usable life of at least 500 years. Currently, more than 257,159 rolls of microfilm are stored in the vault.

## **State Records Commission**

The seven-member State Records Commission was created by state statute (RSMo 109.250). The Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives.

### **State Records Commission Members - FY09**

Robin Carnahan, Chair  
Secretary of State

John Dougan, Secretary  
State Archivist

Senator Gary Nodler  
Missouri Senate

Representative Dwight Scharnhorst  
Missouri House of Representatives

Doug Porting, Designee for  
State Auditor Susan Montee

Joe Dandurand, Designee for  
Attorney General Chris Koster

Bill Bryan  
Missouri Chief Information Officer

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State Historical Society